

LATIN AMERICAN SOCIO-RELIGIOUS STUDIES PROGRAM

PROLADES

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JOB DESCRIPTION: RESEARCH ASSISTANT

1. Serve as Research Assistant to the Executive Director of PROLADES in the San José main office: Colonia La Paulina, Las Mercedes, Montes de Oca.
2. Assist with the preparation of written materials using computer software programs, such as MS Word and other similar programs.
3. Help to create and maintain whatever computer databases that may be required for a particular research project, using dBase and Excel software programs.
4. Help to create and maintain whatever computer-generated maps that may be required for a particular research project, using MapInfo, ArcView, Atlas GIS or other similar software.
5. Assist with the creation of a variety of artwork to illustrative various aspects of a research project, using computer software or other means.
6. Assist with communications related to a particular research project via telephone, fax, e-mail, Internet, regular mail, etc.
7. Conduct interviews for a particular project via the media described in previous the item or in person to help the project manager obtain whatever information may be necessary for the accomplishment of the project's objectives.
8. Participate in the tabulation and analysis of the results of a particular research project.
9. Help to create, compile, tabulate, illustrate and print whatever reports are needed for a particular research project.
10. Assist with the verbal presentation of project reports, using various media, to help communicate the results of a particular research project in public gatherings (seminars, workshops, conferences, classrooms, etc.).
11. Participate in the occasional (usually, monthly) meetings of the Costa Rican Socio-Religious Institute (known as CISRE in Spanish) as a representative of PROLADES, as well as in other professional and/or public gatherings.
12. Assist the Executive Director in all of the tasks that may be required for the successful completion of a particular research project, whether under the direct supervision of the Executive Director or other designated project managers or technical advisors.

MINIMUM QUALIFICATIONS FOR THE POSITION

- Bilingual in English and Spanish.
- University graduate with a degree in a related field of study, such as: Missiology, Latin American Studies, Urban Studies, Religious Studies, Geography, Anthropology, Sociology, Computer Science, etc.
- Basic knowledge and experience using a variety of computer software programs: word processing, graphics, database management, mapping/GIS, e-mail, Internet, scanners, etc.
- Successful completion of basic courses in Social Science research methodology, both bibliographical and fieldwork.
- A willingness and eagerness to learn from experts in the field of socio-religious research and to help teach others these basic skills.
- Be willing to serve on-loan from a parent organization, with all salary and benefits to be provided by the parent organization, including travel expenses to and from the country of service.
- Be willing to serve in Costa Rica for a minimum of six months for basic training and orientation to this field of study.